

~~CONFIDENTIAL~~

DRAFT

12 Sept 60

25X1A8A

SUBJECT : - Records Maintenance

1. Attached is a draft Records Schedule prepared as recommended in the study of your records, dated 27 May 1960, which was made by the Management Analysis Staff (DD/P Area). The final approval and application of such a schedule will represent a significant step forward in the control of your records.

2. There remains, however, two particularly pressing problems, also covered in the study, on which I urge you to take action as soon as possible. The problems referred to are: (a) the development of your files in conformance with the principles outlined in the [redacted] and (b) the development of specific carding criteria for your auxiliary indices which could then serve as guidance to those area branches that are implementing the [redacted] procedures.

25X1A2D2

25X1A9A

25X1A9A

Attachment: (1)

JOB NO. _____ DOX NO. _____ FLD NO. _____ DOC NO. 1 NO CHANGE
 IN CLASS X ~~ANGLER~~ CLASS CHANGED TO: IS S C EXT. JUST 22
 NEXT REV DATE 10 REV DATE 26/2/PO EXT A [REDACTED] 1 ACCL 02
 NO. PGR 1 EXTENSION DATE _____ ORG CODE 55 10150 0000 CL 55 C
 REV CLASS C EXT COORD. _____ AUTH. AIR TO-S

25X1

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